

## ETS Study: Disposition of Home Visit Forms/Spreadsheets

### A. Participant Folder Contents

<b>BASELINE</b>	<b>HV A or B?</b>	<b>Disposition</b>
1. Home Visit Activities Booklet	A	-Enter into DMS -Keep in participant's folder at GW
2. Household Map Drawing/Data Form – BL Version	A	-Send original to RTI -Keep copy in participant's folder at GW
3. Nicotine Monitor Placement and Safety Observation Determination Form – BL Version	A	-Same as Form #2 above
4. Nicotine Monitor Drop-off Form	A	-Same as Form #2 above
5. Tymchuk's Home Inventory of Dangers & Safety Precautions – Data Form	A	-Same as Form #2 above
6. Home Safety Observation Consent Form	A	-Give copy to participant -Keep original in participant's folder at GW
7. Home Safety Observation Data Form	A	-Key select data for interventionist's report -Keep copy in participant's folder at GW -Send original to RTI
8. Nicotine Monitor Pick-Up Form	A	-Same as Form #2 above
9. Tobacco Smoke Exposure Questionnaire	B	-Same as Form #2 above
10. Incentive Receipt Form	B	-Give signed copy to participant -Keep original and extra copy at GW

<b>POSTPARTUM</b>	<b>HV A or B?</b>	<b>Disposition</b>
1. Home Visit Activities Booklet	A	See above
2. Household Map Drawing/Data Form – Copy of Completed Baseline Form	A	N/A
3. Household Map Drawing/Data Form – Blank Post-partum Version (in case family has moved or household structure/rooms have changed).	A	See above
4. Nicotine Monitor Placement and Safety Observation Determination Form – Copy of Completed Baseline Form	A	See above
5. Nicotine Monitor Placement and Safety Observation Determination Form – Postpartum Version	A	See above
6. Nicotine Monitor Drop-off Form	A	See above
7. Tymchuk's Home Inventory of Dangers & Safety Precautions – Data Form	A	See above
8. Home Safety Observation Consent Form	A	See above
9. Home Safety Observation Data Form	A	See above
10. Nicotine Monitor Pick-Up Form	A	See above
11. Tobacco Smoke Exposure Questionnaire	B	See above
12. Incentive Receipt Form	B	See above
13. 7-Day Activity Calendar	A	-Send original to RTI -Keep copy in participant's folder at GW
14. 7-Day Activity Calendar – Smoking Q's	B	-Send original to RTI -Keep copy in participant's folder at GW
15. Maternal Instructions for Infant Urine Collection	A	-Give copy to participant (no data collected on this form).

**B. General Home Visit Folder/Binder Contents (to be taken to the homes of all participants)**

<b>FOR USE AT BOTH BASELINE &amp; POSTPARTUM VISITS</b>	<b>HV A or B?</b>	<b>Description/Disposition</b>
1. Duplicate and Blank Monitor Sample Sheet	A	Cumulative list of all primary monitors placed in participants' home to determine whether a duplicate or blank monitor is required; taken to every home when placing monitors in the home
2. Example Household Map Drawing	A	Can show as an example to all mothers
3. Tymchuk's laminated photos of household rooms (living room, kitchen, baby's bedroom, bathroom, stairs)	A	Used when completing the Tymchuk Home Inventory Form
4. Home Safety Observation Scoring Instructions and Poisonous Plan Summary	A	Used as a reference tool by the home visitor as needed when conducting the home observation

**C. Other Forms/Spreadsheets to be Completed by HV at GW**

<b>COMPLETED UPON COLLECTION AND SHIPPING OF MONITORS/BIOSPECIMEN SAMPLES</b>	<b>Description/Disposition</b>
1. JHU Monitor Shipping and Results Spreadsheet	<ul style="list-style-type: none"><li>- Updated after collecting monitors from the home.</li><li>- Send completed file to JHU in an email when shipping monitors.</li><li>- JHU will return the file to GW HV/PI with nicotine monitor results.</li><li>- Maintain "sent" and "returned" files at GW.</li><li>- Forward "returned" file with results to RTI.</li></ul>
2. Biospecimen Shipping and Results Form	<ul style="list-style-type: none"><li>- Updated after collecting maternal saliva and infant urine samples.</li><li>- Enter into DMS and send copy of completed form to GW lab when delivering samples.</li><li>- Keep original at GW.</li><li>- GW lab will update results in DMS.</li></ul>
3. External Lab Sample Sheet Information	<ul style="list-style-type: none"><li>- Complete blue-highlighted information and send/email copy to GW lab when sending maternal saliva and infant urine samples.</li><li>- Keep copy at GW.</li><li>- GW lab staff will complete and send to external lab.</li></ul>
4. External Lab Sample Inventory	<ul style="list-style-type: none"><li>- Updated after collecting maternal saliva and infant urine samples.</li><li>- Send file to GW lab when sending samples.</li><li>- GW lab staff will complete and send to external lab.</li><li>- External lab will return the file to GW lab/PI with the results.</li><li>- GW lab/PI forwards the returned file with results to RTI.</li></ul>